

<b>Seasonal Transitions</b>			
<b>Tasks</b>	<b>Responsible Party</b>	<b>Target Start Date</b>	<b>Notes</b>
<b>Fall to Winter Transition</b>			
<b>Canalside</b>			
<b>Full Site Responsibilities</b>			
Reset FF&E to Winter	Facility Manager	Oct 15	
Storage of Adirondack Chairs/Bistros	Facility Manager	Oct 15	
Hotbox Shutdown/Winterize	Facility Manager	Oct 15	
Set Up Canalside Truck for Snow Removal	Facility Manager	Nov 1	
Repaint Adirondack Chairs	Facility Manager	Oct 15	
Prep Landscape Beds/Planters	Grounds Manager	Oct 15	
Remove Hanging Baskets	Grounds Manager	Oct 1	
Bathroom Trailer Winterize	Facility Manager	Oct 15	Clean and assess off season repairs
Inventory	ALL	Nov 1	
<b>Central Wharf/Lawns/Commercial Slip</b>	<b>NOTE: All Activities Shift to City of Buffalo April 1, 2024</b>		
Ice Cream Kiosk Disconnect/Winterize	<i>Not included in Contract</i>	Sept 15	<b>City of Buffalo responsibility</b>
Clinton's Dish Close/Winterize	<i>Not included in Contract</i>	Sept 30	<b>City of Buffalo responsibility</b>
Storage of Beer Garden Furniture	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Remove and Store Flags	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Irrigation System Winterization	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Dock Removal & Inspection	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Remove Slip Boom	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Remove Dinghy from Slip	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
Place Winter Boom in Slip	<i>Not included in Contract</i>	Oct 15	<b>City of Buffalo responsibility</b>
<b>East Canal</b>			
Turn Off Sprayers	Facility Manager	Sept 15	Shut off spray/pumps when leaves fall
Drain	Facility Manager	Oct 15	
Winterize	Facility Manager	Oct 15	
Clean Fountain Surface	Facility Manager	Oct 15	
Clean/Power Wash Under Grates	Facility Manager	Oct 15	
Install Trench Covers	Facility Manager	Oct 15	
<b>Main Canal</b>			
Turn Off & Drain	Facility Manager	Aug 1	Based on roller skating schedule
Clean Concrete Deck	Facility Manager	Aug 1	As needed throughout roller skating
Clean/Power Wash Under Grates	Facility Manager	Aug 1 & Nov 1	Before roller skating and before ice
Expansion Joint Inspection/Repair	Facility Manager	Aug 1	
Surface Inspection	Facility Manager	Aug 1	
<b>Winter Pavilion/Skate Rental</b>			
Roller Skates Stored	Public Space Manager	Nov 1	
Ice Skates out of Storage	Public Space Manager	Nov 1	
Skates Sharpened	Public Space Manager	Nov 15	
Pavilion Set Up for Winter Operation	Public Space Manager	Nov 15	
<b>Ice Rink Build Out</b>			
	<b>Estimated Dates Based on Opening Day</b>		
Storage of Floor Cleaning Equipment	Facility Manager	Nov 1	
Board & Ramp Installation	Facility Manager	Aug 1	Based on roller skating schedule
Remove Boards for Kiosk Move	Facility Manager	Nov 1	
Kiosk Moved into Place	Facility Manager	Nov 1	
Rubber Mats Lay Down	Public Space Manager	Nov 1	Coordinate with Facility Manager
Dasher Graphics Installed	Public Space Manager	Aug 1 & Nov 1	
Pavilion Graphics Installed	Public Space Manager	Nov 1	
Site Decorations Installed	Public Space Manager	Nov 15	Coordinate with Grouds Manager
Winter Horticulture Installed	Grounds Manager	Nov 15	Coordinate with Public Space Manager
Power Distribution and Seasonal Lighting	Facility Manager	Nov 15	
Storage Container Installed and Wrapped	Facility Manager	Nov 15	
Zamboni Trailer Delivered	Facility Manager	Nov 10	
Zamboni Electric Hookup	Facility Manager	Nov 10	
Zamboni Delivered	Facility Manager	Nov 10	

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Stage Bumpers from Storage	Public Space Manager	Nov 8	
Inspect White Mesh and Clean	Facility Manager	Nov 12	
Chillers Turned On	Facility Manager	Nov 15	
Activate snowmelt and Install Heat Trak Mats	Facility Manager	Nov 15	
Lay Mesh & Initial Freeze	Public Space Manager	Nov 19	
Build Ice, Install Logos	Public Space Manager	Nov 24	
Ice Complete	Public Space Manager	Nov 24	
Ice Maintenance Training for Season	ALL	Nov 19	
<b>Outer Harbor</b>			
Install Tree Deer Protection	Grounds Manager	Oct 1	
Lawn Aeration/Seeding/Fertilization	Grounds Manager	Oct 1	
Furniture Storage	Facility Manager	Oct 15	
Winterize Bike Park/Terminal B Utilities	Facility Manager	Oct 15	
Winterize Wilkeson Garage/Public Restroom	Facility Manager	Oct 15	
Hotbox Shutdown/Winterize	Facility Manager	Oct 15	
Removal of Equipment from Beer Garden	Public Space Manager	Oct 15	
Clean & Organize Wilkeson Garage	Public Space Manager	Oct 15	
Hammock Cleaning & Storage	Facility Manager	Nov 1	
Fall Invasive Treatments/Removals	Grounds Manager	Ongoing	
Snowplow Stake Installation	Grounds Manager	Nov 1	
Winterize Seasonal Grounds Equipment	Grounds Manager	Nov 1	
Inventory	Grounds Manager	Nov 1	
Set up Tractor for Winter Trail Maintenance	Grounds Manager	Nov 15	
Waste Receptacle Cleaning & Storage	Grounds Manager	Nov 15	
<b>Winter to Summer</b>			
<i>ICE RINK CLOSES MARCH 1</i>			
<b>Canalside</b>			
<b>Sitewide</b>			
Remove Winter Decorations/Horticulture	Grounds Manager	Mar 1	Coordinate with Public Space Manager
Clean and Set out Summer Furniture	Facility Manager	May 1	
Spring Grounds Clean Up/Trim Grasses	Grounds Manager	May 1	
Mulch Tree beds	Grounds Manager	May 1	
Prep Landscape Beds/Planters	Grounds Manager	May 1	
Install Summer Horticulture	Grounds Manager	May 15	
<b>Main Canal</b>			
Remove and Store Blue Mats From Site	Facility Manager	Mar 1	
Remove Wrap from Storage Pod	Facility Manager	Mar 15	
Remove Storage Pod	Facility Manager	Mar 15	
Clean Fountain Surface	Facility Manager	May 1	
Clean/Power Wash Under Grates	Facility Manager	May 1	
Fill Fountain/Activate Filtration System	Facility Manager	May 1	Prior to Season Opening Weekend
<b>Winter Pavilion/Skate Rental</b>			
Remove All Equipment from Pavilion/MOD Office	Public Space Manager	Mar 15	
Deconstruct Interior Carpentry	Public Space Manager	Mar 15	
Move Interior Carpentry to Storage	Public Space Manager	Mar 15	
Store Rubber Mats	Public Space Manager	Mar 15	
Store Ice Skates	Public Space Manager	Mar 15	
<b>Ice Rink Break Down</b>			
Melt Ice (Weather Dependent)	Public Space Manager	Mar 1	
Use Zap To Shave As Much Ice As Possible	Public Space Manager	Mar 1	
Store Bumper Cars	Public Space Manager	Mar 1	
Remove All Equipment From Zamboni Trailer	Facility Manager	Mar 1	
Store Heat Trak Mats	Facility Manager	Mar 15	
Prepare Zamboni for Storage	Facility Manager	Mar 15	
Zamboni Pickup for Off-Season Maintenance	Facility Manager	Mar 15	

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Pick Up Pallets From Storage	Public Space Manager	Mar 15	
Rubber Mat Labeling/Storage	Public Space Manager	Mar 15	
Mesh Removal/Storage In Sub-Basement	Public Space Manager	Mar 1	
Dasher Board Graphic Removal	Public Space Manager	Mar 15	
Dasher Racks From Terminal To Canalside	Facility Manager	Mar 15	
Mouse Hole Removal	Facility Manager	Mar 15	
Dasher Board Removal	Facility Manager	Mar 15	
Anchor Cap Install	Facility Manager	April 15	
Carpentry/Ramp Removal	Facility Manager	Mar 15	
Transfer All Equipment To Storage	Facility Manager	Mar 15	
Move Zamboni Trailer To Storage	Facility Manager	April 1	
Expansion Joint Inspection/Repair	Facility Manager	April 1	
Surface Inspection	Facility Manager	April 1	
<b>East Canal</b>			
Remove and Store Trench Covers	Facility Manager	May 1	
Clean Fountain Surface	Facility Manager	May 1	
Clean/Power Wash Under Grates	Facility Manager	May 1	
Fill Fountain/Activate Sprayers and Filtration	Facility Manager	May 1	Prior to Season Opening Weekend
Tree Maintenance	Grounds Manager	May 1	
<b>Outer Harbor</b>			
Bike Trail Maintenance	Grounds Manager	April 15	
Remove Tree Deer Protection	Grounds Manager	May 15	
Spring Clean Up	Grounds Manager	Ongoing	
Furniture Cleaning and Installation	Facility Manager	May 1	
Activate Bike Park/Terminal B Utilities	Facility Manager	May 15	
Hotbox Activation/RPZ	Facility Manager	May 15	
Install Equipment at Beer Garden	Public Space Manager	May 15	
Clean & Organize Wilkeson Garage	Public Space Manager	May 15	
Hammock Installation	Facility Manager	May 15	
Spring Invasive Treatments/Removals	Grounds Manager	Varies	
Snowplow Stake Removal	Grounds Manager	April 15	
Prepare Summer Seasonal Grounds Equipment	Grounds Manager	April 15	
Inventory	Grounds Manager	April 15	
Set up Tractor for Summer Trail Maintenance	Grounds Manager	April 15	
Waste Receptacle Installation	Grounds Manager	April 15	
Bike Trail Maintenance	Grounds Manager	April 15	